



2101 Lac De Ville Boulevard, Rochester NY 14618  
Phone (585) 271-6300 Fax (585) 442-1949

Patient Full Name: \_\_\_\_\_

Nickname: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Sex: M / F Social Security #: \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

Whom may we thank for referring you? \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone numbers: \_\_\_\_\_

Who is responsible for this account: \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

Address: \_\_\_\_\_

**Dental Insurance Company** \_\_\_\_\_

Subscriber/Policy Holder \_\_\_\_\_

Subscriber Social Security Number \_\_\_\_\_

Subscriber Date of Birth \_\_\_\_\_

Employer \_\_\_\_\_

ID# \_\_\_\_\_ Group# \_\_\_\_\_

Is the patient covered by additional insurance? Yes / No  
*If yes, list information on back of this page in the order above*

**Assignment and Release**

I authorize the diagnosis of my dental health by means of radiographs, study models, photographs, or other diagnostic aids deemed appropriate. I authorize the dentist to release any information including the diagnosis and records of treatment or examination for myself and my dependent(s) to third-party insurance carriers, payers, and/or healthcare practitioners. I authorize the payment from my insurance carrier to submit payment directly to the dentist or dental practice to be applied directly to any outstanding balance on my account.

I understand that I am financially responsible for any outstanding balance for services provided that are not fully covered by insurance, and that I will be billed for this remaining balance. I consent and agree to be financially responsible for payment of all services rendered on my behalf or on behalf of my dependents (if any). I understand the dental practice cannot be held responsible for any services not paid for and/or denied by my insurance company as we are not party to the insurance contract held between you and your insurance company. **I agree to pay all estimated out of pocket expenses on the day of service.**

I have read and understand the above. Any questions I had about this form have been answered and I understand the answer. I attest to the accuracy of the information contained on this page.

Signature of Patient/Guardian/Personal Rep

\_\_\_\_\_

Printed Name of Patient/Guardian/ Personal Rep

\_\_\_\_\_

**AUTHORIZATION FOR USE OR DISCLOSURE OF PROTECTED HEALTH INFORMATION/HIPAA**

I, \_\_\_\_\_ authorize the release of my (or my dependent's \_\_\_\_\_) confidential protected dental information, as described in the AUTHORIZATION FOR USE OR DISCLOSURE OF PROTECTED HEALTH INFORMATION. I understand that this authorization is voluntary, that the information to be disclosed is protected by law, and the use/disclosure is to be made to conform to my directions (list on the back of this sheet if necessary). The information that is used and/or disclosed pursuant to this authorization may be re disclosed by the recipient unless the recipient is covered by state laws that limit the use and/or disclosure of my confidential protected dental information. This information may include my dental treatment, condition or information contained within my dental chart and history for purposes of my health care. I also give permission for messages to be left on my voicemail, text and/or e-mail of listed numbers. I also confirm that I have been offered a copy of the office notice of privacy. **The following person has been granted permission by me to speak and or receive information on me or my dependents behalf regarding my dental treatment, diagnosis, scheduling, and billing.** Name \_\_\_\_\_

Signature of Patient/Guardian \_\_\_\_\_

Date \_\_\_\_\_

Today's Date \_\_\_\_\_

Patient Name \_\_\_\_\_



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Date of Birth \_\_\_\_\_

Are you now under the care of a physician? Yes / No
If yes, Physicians name \_\_\_\_\_
If so, for what condition? \_\_\_\_\_

Primary Physician's Name \_\_\_\_\_ phone \_\_\_\_\_
Specialist's Physician's Name \_\_\_\_\_ phone \_\_\_\_\_
Any serious illness, operation or hospitalization in the past 5
Years? Yes/No
If yes, what for?

DENTAL HISTORY:

Former Dentist \_\_\_\_\_ Phone \_\_\_\_\_
Date of last dental visit:
Circle Yes/No to indicate if you have had any of the following:

HEALTH HISTORY:

- Sores/Blisters on lips or in mouth: Yes/No
Dry Mouth Yes/No
Ear Pain Yes/No
Previous Orthodontic Treatment: Yes/No
Jaw Pain Yes/No
Clenching/ Grinding Yes/No
Previous Periodontal Treatment Yes/No
Jaw Clicking/popping Yes/No
Use smokeless Tobacco Yes/No
Use Cigars/Pipe/Cigarettes Yes/No
Abnormal Bleeding Yes/No
Arthritis/Rheumatism Yes/No
Aspirin Therapy Yes/No
Asthma or other lung disease Yes/No
Alcohol Abuse Yes/No
Alzheimer's/Dementia Yes/No
Bleeding disorders Yes/No
Cancer (Type \_\_\_\_\_) Yes/No
Chemical Dependency Yes/No
Diabetic (Type \_\_\_\_\_) Yes/No
Epilepsy/Seizures, Convulsions Yes/No
Fainting/Dizziness Yes/No
Frequent Headaches Yes/No
HIV+ or AIDS Yes/No
Hepatitis A B C (circle one) Yes/No
High Blood Pressure Yes/No
Low Blood Pressure Yes/No
Joint Replacements Yes/No
Pins, plates, rods or screws Yes/No
Kidney Problems Yes/No
Liver Disease Yes/No
Psychiatric Problems (List \_\_\_\_\_) Yes/No
Radiation Treatment/Therapy Yes/No
STD's Yes/No
Sinus Trouble Yes/No
Thyroid Disease Yes/No
Congenital Heart Disease Yes/No
Cardiovascular (heart attack, surgery, Angina...) Yes/No
Artificial Heart Valve, Pacemaker or stents Yes/No
Stroke Yes/No

MEDICATIONS:

Are you taking any medicine(s), diet pills, non-prescription
Vitamins and or supplements, homeopathic or natural
Remedies? List here \_\_\_\_\_

(Please attach a separate list of medications if needed)

ALLERGIES:

Are you allergic to or had a reaction to:

- Local Anesthetics Yes / No
Barbiturates (sleeping pills) Yes / No
Iodine Yes / No
Latex Yes / No
Aspirin Yes / No
Codeine Yes / No
Erythromycin Yes / No
Penicillin family Yes / No
Tetracycline Yes / No
Sulfa Drugs Yes / No
Metals Yes / No
Other please list \_\_\_\_\_

FOR WOMAN ONLY:

Are you pregnant or is there any chance you
MAY be pregnant Yes / No
Are you Nursing Yes / No
Are you using Oral Contraceptives Yes / No

Please list any other health related conditions, diseases
Or health problems that you think we should be aware of

I understand the importance of a truthful and complete
health history to assist my dentist in providing the best
care possible and I have filled this out to the best of
My ability.

Signature of Patient or Guardian \_\_\_\_\_

Office Use Only: Assistant's Initials \_\_\_\_\_
Front Desk Initials \_\_\_\_\_

Appointment Confirmations:



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### **Appointment Cancellation Policy:**

We understand that situations arise in which you can't make your scheduled appointment and we ask that you provide us with at least a 48 business hour notice to cancel or change the appointment. By doing so, we can offer your time to another patient who is waiting to receive services. The lack of adequate notice is considered a "late cancel", as we are unable to use your appointment slot for another patient. No shows and cancellations with less than the required notice may be subject to a **\$35** cancellation fee. Patients who do not show up or give inadequate notice two (2) or more times may also be dismissed from the practice and will be denied any future appointments. Cancellation fees are the sole responsibility of the patient and must be paid in full before the next appointment. We understand that special unavoidable circumstances may cause you to miss your appointment or give inadequate notice. Cancellation fees in this instance **may** be waived at the discretion of management. Our practice firmly believes that a positive provider/patient relationship is based upon understanding, good communication and mutual respect. If you have questions about our cancellation policy, please ask our front desk staff.

### **ADDITIONAL BILLING FEE:**

If estimated charges are not collected on day of service please be aware there will be a billing fee of **\$12.00**.

### **RETURNED CHECK FEE:**

If your check for payment is returned to us for insufficient funds then you will receive a charge of **\$50.00**.

Please sign that you have read, understand and agree to these office policies.

Patient Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*Services will not be provided if there is an outstanding family balance of \$50.00 or more.**

Every appointment requires a confirmation that you will be at your appointment. If we do not obtain a confirmation from you then you risk being pulled from our schedule. Also please be aware that scheduled appointment times may shift on occasion to accommodate other changes in our schedule. You may be notified electronically or by direct contact from the office.